

UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF INDIANA

**NOTICE OF VACANCY**

**Position Title:** CHIEF DEPUTY **Date:** January 6, 2003  
**Position Type:** FTP  
**Number of Vacancies:** 1  
**Grade Range:** JSP 13 - 15  
**Salary Range:** \$64,542.00 - \$116,633.00 - depending on qualifications  
**Closing Date**  
**for receipt of**  
**Applications:** February 21, 2003

**COURT INFORMATION:** The Bankruptcy Court for the Northern District of Indiana consists of three divisional offices located in the cities of Fort Wayne, Hammond, and Lafayette, with the headquarters office located in South Bend. Four judges and 63 staff process documents for approximately 20,000+ new case filings per year. The court successfully implemented ECF in October 2002. Approximately 20% of our filings are now received electronically.

**POSITION OVERVIEW:** The Chief Deputy Clerk is a senior management position which reports directly to the Clerk of Court and acts on behalf of the Clerk of Court during his/her absence. Responsibilities: Assists in organizational planning and management of daily and long term operations of court departments, develops and implements office policy and procedures; Analyzes quantity and quality of work and recommends necessary corrective actions; Conducts special studies and prepares statistical and narrative reports; Drafts various written communications; Evaluates the performance of Division Managers and recommends personnel actions concerning staff; assigns and explains work requirements to subordinate levels of supervision; assists in coordinating work schedules among subordinate units; consults with and makes recommendations to the Clerk of Court of various management matters. Travel throughout the district is required.

**QUALIFICATIONS:** Applicants must have a minimum of six years of management experience, two of which are in a substantial management position. Excellent oral and written communication skills are required. The ability to exercise mature judgement and a thorough knowledge of the basic concepts, principles, policies, and theories of management is a must. Managerial experience in a court environment as well as broad automation skills are preferred.

The successful candidate will be a leader, motivator, mature, highly organized, possess tact, good judgment, poise, initiative, and maintain a professional appearance and demeanor at all times. Candidates must be able to balance the demands of varying workload responsibilities and deadlines.

**EDUCATION:** At a minimum, applicants must be a high school graduate or equivalent. A Bachelor Degree in Social Sciences is desirable. A law degree or a graduate degree in court administration or public administration is preferred.

**EMPLOYEE BENEFITS:** The United States Bankruptcy Court is not included in the government's Civil Service classification; however, the same benefits apply to court employees. These benefits include participation in the Federal Employee's Retirement System, Thrift Savings Plan, participation in health and life insurance plans, ten (10) paid holidays per year, as well as, 13 days paid vacation per year for the first three years of employment, thereafter, up to 26 days per year and paid sick leave. Excellent opportunities for salary increases and opportunity for Credit Union membership.

**INFORMATION FOR APPLICANTS:** The Court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. The Court requires employees to adhere to the Code of Conduct for Judicial Employees, which is available to applicants for review upon request.

**APPLICATION PROCEDURES:** An original and four copies of a letter of application and a separate resume, including at least three professional references, should be mailed to the address below. The letter of application must clearly describe the applicants personnel management style and experience.

United States Bankruptcy Court  
ATTENTION: Chief Deputy Selection Committee  
401 S. Michigan, PO Box 7003  
South Bend, IN 46634-7003

**THE UNITED STATES COURT IS AN EQUAL OPPORTUNITY EMPLOYER**

***THIS POSITION IS SUBJECT TO MANDATORY ELECTRONIC FUNDS TRANSFER  
PARTICIPATION FOR PAYMENT OF NET PAY***